

Setting up Outlook 2010 Client on your Teacher Computer

You can now set up your Outlook 2010 client mailbox so that you don't have to use the webmail icon anymore (while in district). You will still need to use the icon on the BCPS homepage or www.outlook.com at home. The directions are below for setting up your Outlook 2010 mailbox. *If you get an error that asks you about "Proceeding OFFLINE," please let one of us know and we will come fix the error and set up your 2010 box for you as soon as we are back in the office.*

NOTE: Remember that this will IMPORT all of your folders, sent emails, deleted emails, calendar, contacts – everything in your webmail will be imported so this will take some time!

Setup Directions:

1. To find the "Microsoft OUTLOOK 2010" Mail Client, click on START, Programs, Microsoft Office, then Microsoft Outlook 2010
2. Outlook 2010 will open and get you to a 2010 Startup Screen
3. Click NEXT
4. It will ask if you would like to configure an email account? - CLICK YES and then CLICK NEXT
5. Your name and your email address should pop up (do NOT click on Text Messaging or Manually Configure server settings), and CLICK NEXT
6. It will CHUG for a few minutes while configuring and then it will ask for your password TWICE – be sure to CLICK OK each time
7. You will eventually see three GREEN checkmarks pop up and it will say "Your Email Account is SUCCESSFULLY configured" and CLICK FINISH
8. Your OUTLOOK client will open and begin importing ALL of your email information (inbox, sent emails, deleted, etc. as well as calendar and contact information)
9. Your email will be setup and ready for you to use.
10. **To add the icon to your desktop**, go back to the START menu, Programs, Microsoft Office, then RIGHT CLICK on Microsoft Office 2010
11. Click on SEND TO...DESKTOP and it will create an OUTLOOK shortcut on your desktop
12. **NOTE:** Remember that this Outlook account will only be set up on the computer you set it up on...please DO NOT set up your OUTLOOK account on numerous computers unless completely necessary. :-)

Office 2010 Cheat Sheets on our Technology Website -

http://ww2.bullittschools.org/technology/?page_id=624